

**ARIZONA DEPARTMENT OF TRANSPORTATION  
OFFICE MEMO**

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_  
Labor Compliance Officer

**FROM:** \_\_\_\_\_  
Resident Engineer  
ORG \_\_\_\_\_

**RE:** Project / Tracs Number: \_\_\_\_\_  
Prime Contractor: \_\_\_\_\_

**SUBJECT:** SUBCONTRACTORS START & COMPLETE WORK DATES

The following subcontractors began and completed work on the above referenced project as follows:

SUBCONTRACTOR	SUBMITTED TO FIELD REPORTS	DATE APPROVED	DATE STARTED	DATE COMPLETED

\*\*\* Verbal Approval

~ Subcontract Received

\_\_\_\_\_  
, Resident Engineer

GJ:kcs

CC: Project Supervisor  
File